
INTERNET ACCESS REIMBURSEMENT

Status: **Active**
Effective Date: October 13, 2006 through October 12, 2008
Revised Date: N/A
Approved By: J. Stephen Fletcher, CIO
Authority: *UCA §63F-1-103; State of Utah Accounting Policies and Procedures FIACCT 05-03.00*

2.1 PURPOSE

To establish the criteria by which authorized Department of Technology Services (DTS) employees may receive reimbursement for Internet access cost.

2.1.1 Background

DTS requires employees with telecommuting privileges, or who wish to occasionally work from a home office, to use an Internet access connection that provides acceptable performance, security and reliability.

2.1.2 Scope

This policy and procedure applies to all employees within DTS.

2.1.3 Exceptions

None.

2.2 DEFINITIONS

Occasional Telecommuter

An employee who does not have an established or regularly scheduled telecommuting day and who works from a home office on an occasional basis.

Routine Telecommuter

An employee who has an approved *DTS Telecommuting Agreement* and who works from a designated telecommuting worksite from one to five days per week. A routine telecommuter may also include an employee who is placed in an on-call status on a regular or frequent basis and is expected to work from a designated telecommuting worksite.

2.3 POLICY

DTS requires that all employees authorized to telecommute, or who wish to occasionally work from a home office, to utilize a broadband Internet access connection.

- 2.3.1 DTS equipment authorized for use within a home office may connect to the Internet and the State network through the employee's personal broadband access. The employee's supervisor shall review the employee's broadband access connection to ensure it is acceptable for connectivity, security, capacity, and target resources.
- 2.3.2 DTS may provide Virtual Private Network (VPN) access to the State's network.
- 2.3.3 With the approval of the appropriate supervisor and/or director, routine telecommuters and other employees authorized to work from a home office (e.g., employees who are placed on-call on a regular or frequent basis) may request reimbursement for broadband Internet access of up to 50% of the cost, not to exceed \$25.00 per month.
- 2.3.4 Under special circumstances, provided that there is a valid business reason to do so, a DTS director may authorize reimbursement at a rate higher than the \$25.00 per month limit.
- 2.3.5 With the permission of the IT Director and the Executive Director or the Executive Director's designee, occasional telecommuters may request reimbursement for broadband Internet access of up to 50% of the cost, not to exceed \$25.00 per month.
- 2.3.6 DTS will not maintain nor service non-State broadband hardware and software utilized by an employee within a home office.

2.4 PROCEDURE

Reimbursements shall be requested and processed via State Division of Finance Form FI-48 (Employee Reimbursement/Earning Request).

2.5 APPENDICES

The following form is for demonstration purposes only. Contact the Department's Division of Administrative Services for a current version.

- Finance Form FI-48

DOCUMENT HISTORY

Originator:	Bob Woolley, DTS Division of Enterprise Technology
Next Review:	September 15, 2008
Reviewed Date:	N/A
Reviewed By:	N/A



Clear Form

****Submitted Date** _____ ***Employee Identification Number** _____ / _____
****Form Control Number** _____ ****Employee Name** _____ ****Agency / Org** _____
 Acct. Period (MM) _____ Fiscal Year (YY) _____ Street Address _____
 City _____
 UT _____
 Check Cat. _____ State _____ Zip Code _____

Transaction I.D.	
PV Type	Document Number

Agency Control #: _____

*Agency ☐ _____

*Division _____

**Read Only Fields. *Fields Required to save form.

EMPLOYEE REIMBURSEMENT/EARNINGS REQUEST

DOE Code	Reimbursement/ Earning Type	\$ Amount	Fund	Agcy	Org	Approp Unit	Object	Act	Func	Rept Cat	Project / Job	Documentation to Attach, etc.
Paid Thru FINET	Telephone						6132					Telephone Bills
	In-State Travel Advance						6048					See Travel Rules, Attach Schedule Showing Destination, Calculations, and Dates. Out of State-Include copy of FI 5.
	Out-of-State Travel Advance						6098					
	Registration						6276					Registration Receipt
	Education Non-Tax						6282					Tuition Receipt/Report Card/Contract Agreement
	Parking / Bus Pass						6166					Mass Transit Receipts
Paid Thru Payroll	13 \$3 Commute Fringe (a)											Complete (a) below
	21 Overtime Meal Allowance (b)											Please Record Dates in Comments Box Below
	02 Relocation Non-Tax											Required Information per Reimbursement Policy Including Employee Moving Expense Worksheet
	61 Relocation Taxable											Use this code when payment is included on a paycheck
	49 Service/Retirement Award Check											Use this code when awarded savings bonds or gift certificates
	50 Incentive Awards											
	51 Service/Retirement Award Cash or Cash Equivalent											
	Total	\$0.00										

(a) Travel Days

_____ X \$3.00 = \$0.00

(b) Number of Overtime Meal Allowances DAYS = ALLOWANCE (Max \$7 per day Policy #FIACCT 05-03.05)

I hereby certify that all items of expense included in this statement were incurred in the discharge of authorized official business and that the amounts are correct and proper charges.

****Employee Signature** _____

Title _____

*Phone _____

****Authorized Approval** _____

Title _____

**Read Only Fields. *Fields Required to save form.

Database Actions

Save...

Save New...

eSign Form

eMail Form...

Comments/Explanations